



WREATHS *across* AMERICA

LOCATIONS & GROUPS

Account Dashboard

Wreaths Across America

2021

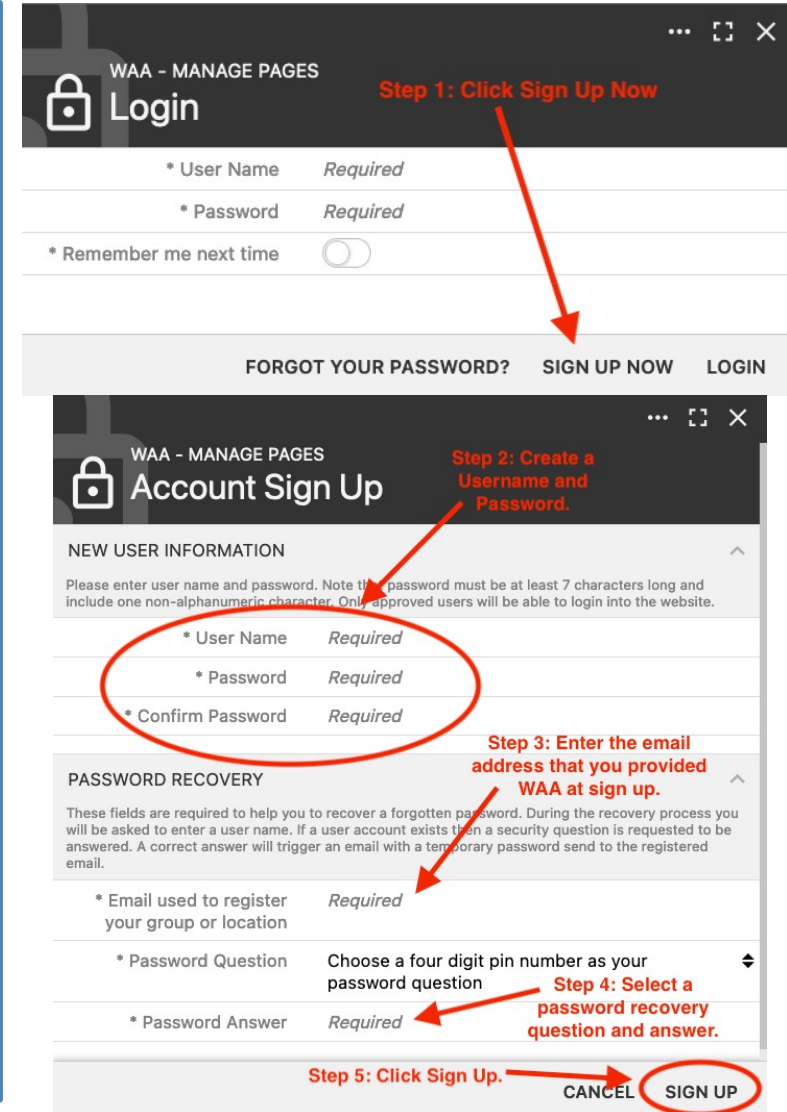
How to Create your WAA Account Login:

To create your WAA Account Dashboard Login, go to:

manage.wreathsacrossamerica.org

Bookmark this page on your internet browser for easy access later on.

- ★ Your WAA Account Dashboard is where you will manage your group and/or location page(s) as well as make customizations to your public page.
- ★ You can review and make changes to your registration information (update your address, add/remove page owners, create a goal, etc).
- ★ You can access wreath count reports for your group and/or location and direct message your donors.
- ★ Every page owner needs to create their own unique login that's linked to their email on file with WAA.
- ★ ***Your password must be at least 8 characters, contain one uppercase, one number, and one special character. Your Username and Password are case and space sensitive.***
- ★ If you get locked out or need your password reset, please contact your Regional Liaison and they'll fix it for you!



The screenshot shows the WAA Account Sign Up process. The first step is to click 'Sign Up Now' on the 'WAA - MANAGE PAGES Login' page. The second step is to create a username and password on the 'Account Sign Up' page, where the 'User Name', 'Password', and 'Confirm Password' fields are circled in red. The third step is to enter the email address in the 'Email used to register your group or location' field. The fourth step is to select a password recovery question and answer from the 'Password Question' and 'Password Answer' fields. The fifth step is to click 'Sign Up' at the bottom of the form.

How to Login to Your WAA Account Dashboard:

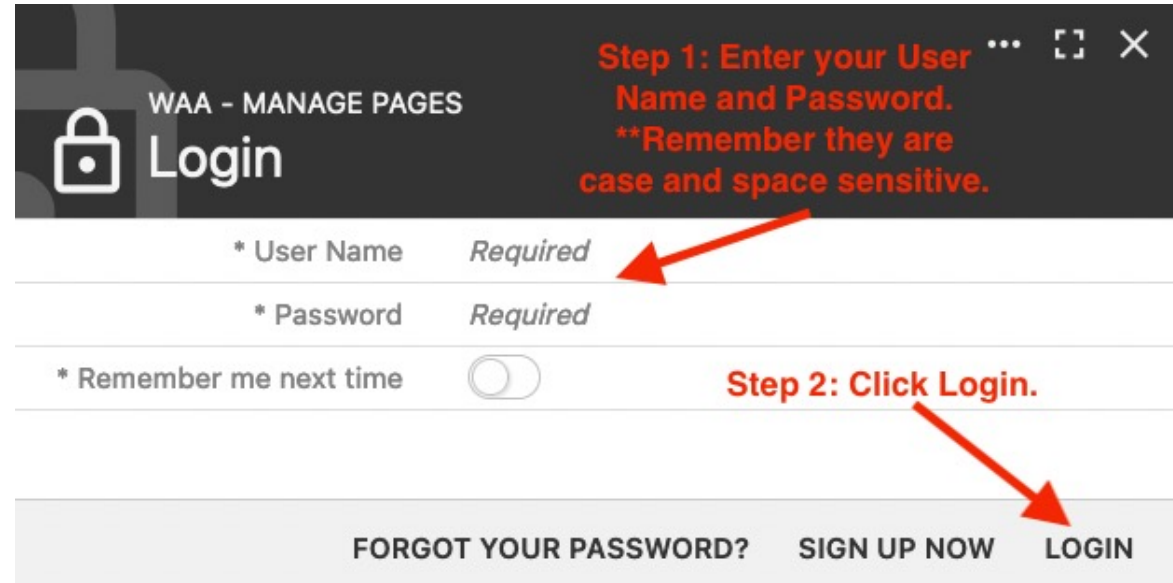
To login to your WAA Account Dashboard, go to:

manage.wreathsacrossamerica.org

Bookmark this page on your internet browser for easy access later on.

Login Steps:

1. Enter your Username and Password exactly as you created them.
2. Click Login to automatically be directed to your WAA Account Dashboard.



The screenshot shows the WAA - MANAGE PAGES Login page. It features a dark header with a lock icon and the text 'WAA - MANAGE PAGES Login'. Below the header are three input fields: '* User Name' (Required), '* Password' (Required), and '* Remember me next time' (toggle). At the bottom are three links: 'FORGOT YOUR PASSWORD?', 'SIGN UP NOW', and 'LOGIN'. Red arrows and text annotations guide the user through the steps: 'Step 1: Enter your User Name and Password. **Remember they are case and space sensitive.' points to the input fields, and 'Step 2: Click Login.' points to the LOGIN button.

Troubleshooting:

- If you have trouble logging in, double check that you entered your Username and Password EXACTLY as you created them. **They are case and space sensitive.**
- If you get locked out or need your password reset, please contact your Regional Liaison and they'll fix it for you!

Review Your Registration To-Do Items:

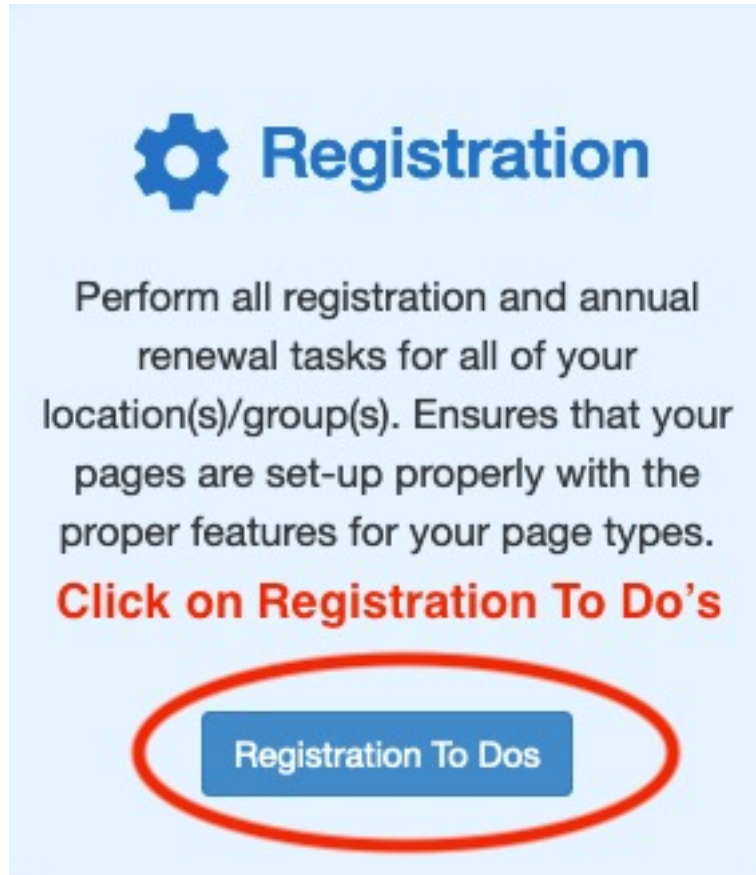


How to Review Registration To-Do's:

1. Click on the Registration To-Do's Button.
2. Click on the group or location ID for which you would like to review the account information on file.

Good to Know:

- ★ Your Registration To-Do Items are primarily completed by your Regional Liaison, however, **please take the time to review each item to ensure the information listed is correct.** *If you notice any corrections to be made, please contact your Regional Liaison right away!*
- ★ If an item is gray, it has been completed. You can still click on it to review the information on file.
- ★ If an item is blue, it has not been completed and we need that missing information. Contact your Regional Liaison to provide this information.
- ★ We want everything to run smoothly for you, so please help us help you by keeping your account information current.
- ★ While we wish you could remain as a WAA volunteer forever, we are grateful for your service and understand if you need to pass the torch and let someone else take the lead! *Please let your Regional Liaison know if you are no longer able to continue in your volunteer role.*



Your Wreath-O-Meter is a Helpful Tool!



Locations – Where to Enter Goal:

MANAGE TO DOS

MANAGE TO DOS (12) PUBLISH & VIEW GET HELP

To Dos

Grave Counts and Wreath Sponsorship Goal

So that we can properly match our resources to the size of your cemetery, please click this row to provide your location's total number of veteran graves eligible to receive a wreath on Wreaths Across America Day & your goal, as well as the ceremony type supported by your location. Please note, there may be various reasons why your goal number is different than the number of eligible graves and that's ok. When finished, please mark this to do as complete.

Grave Counts, Delivery Instructions, Sponsorship Goal

* (1) Veterans Interred (total at your cemetery)	110,000
* (2) Ceremony Type	<input checked="" type="radio"/> Full Ceremony: Participants may participate in a ceremony as well as wreath laying for all sponsored wreaths <input type="radio"/> Ceremonial Only: There will be no wreath-laying for the general public, but ceremonial wreaths will be placed
* (3) Graves to Cover	<input checked="" type="radio"/> All Graves: We plan to cover all veteran headstones at our location <input type="radio"/> Special Arrangements: We need to make special arrangements to place wreaths at MORE or LESS than the available veteran headstones
* (4) If we receive more sponsorships than needed, please credit the extras to:	<input checked="" type="radio"/> Next Year <input type="radio"/> Another Location
5. Sponsorship goal to show on fundraising pages (including desired "extras")	110000



The Wreath-O-Meter on your group and location page(s) helps your supporters know how close you are to meeting your goal.

Inspire your local community and invite them to contribute!

★ The Wreath-O-Meter will turn green as you get closer to your goal.

★ If donations are coming in faster than anticipated, go ahead and bump up your goal. If they are coming in slower, lower the goal so it feels more achievable.

Groups – Where to Enter Goal:

MANAGE TO DOS

MANAGE TO DOS (8) PUBLISH & VIEW GET HELP

To Dos

Set Your Wreaths Goal

Click here to provide your Wreath Goal for this year. This is the number of wreaths that you're hoping to encourage supporters to sponsor through your sponsorship initiatives. Since this is one of the most important "To-Do's", please click help to contact your Location Liaison if you have any questions at all. Please mark this to do as "Complete" when finished.

Configure the Location(s) Your Group Supports

MANAGE TO DOS

MANAGE TO DOS (8) PUBLISH & VIEW GET HELP

To Dos

Set Your Wreath Sponsorship Goal

Please set your wreath sponsorship goal for your Group or Fundraiser Site's below. This goal will show on your "Wreath Gauge" on the Overview page of your Fundraising Site. Please note that most people set their goal to reflect 20-30% growth each year.

* Goal For groups, enter your goal here.

Sub Page Type (select)

CLOSE SAVE

Verify the Fundraising Plan For Your Group

Where Can I Track Our Orders?

The Wreath Count Report allows you to track all online and mail-in orders!

Reporting

Review your Sponsorship Site reporting, including wreath count analysis, year-over-year comparisons, page views, unique visitors, conversion to wreath sponsorships, and other key metrics.

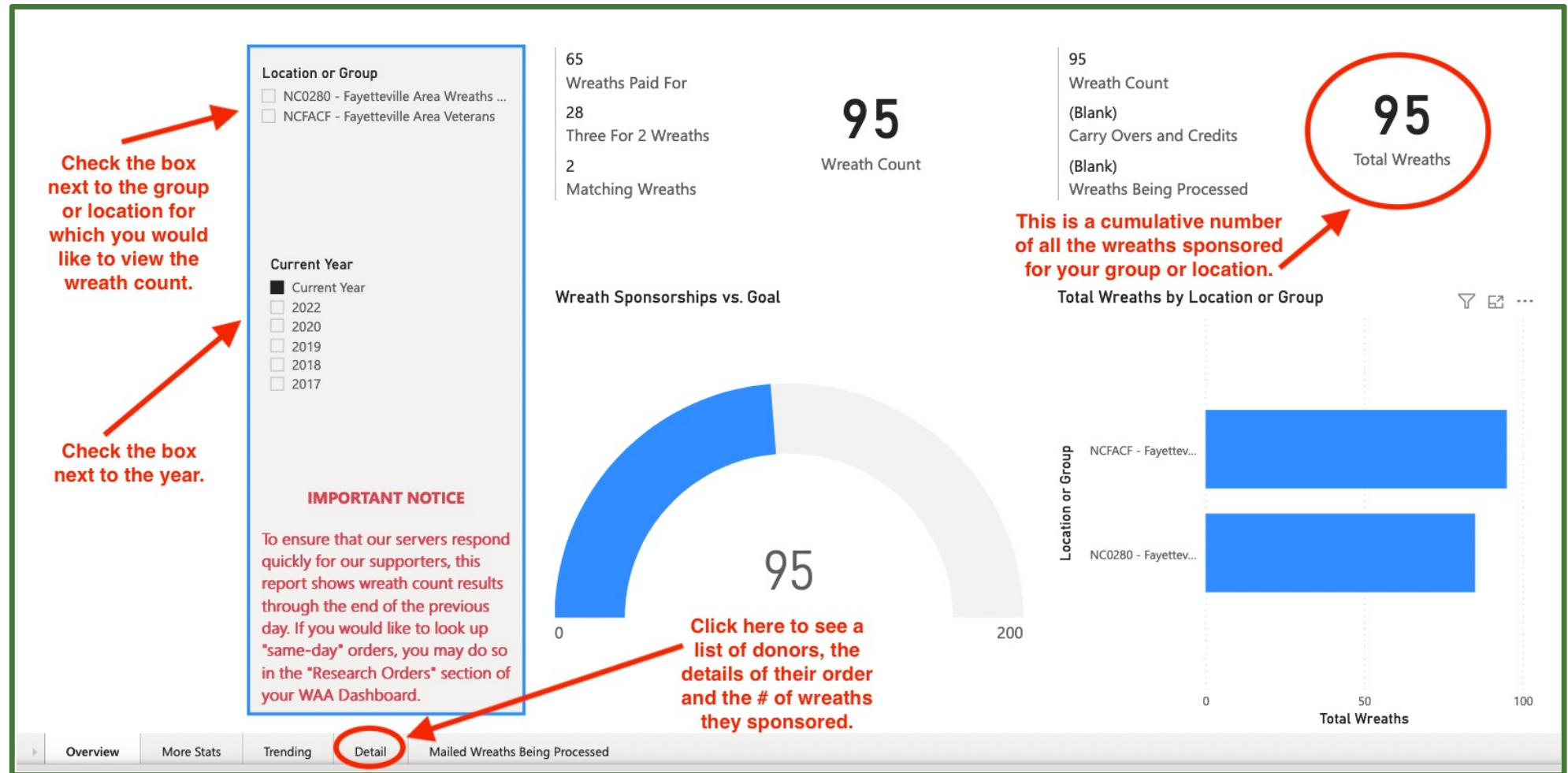
Click View Reports

View Reports

How long does it take for orders to process and show up on the Wreath Count Report?

★ Online Orders: 24-48 hours.

★ Mail-In Orders: 3-4 weeks



How Do I Thank a Donor for Their Order?



Research Orders

Research order history involving all of your Sponsorship Sites. Search by donor name, email, check number, order date, or any other search terms needed to find records. Export to word, excel, and other formats.

[Click Research Orders](#)

[Research Orders](#)

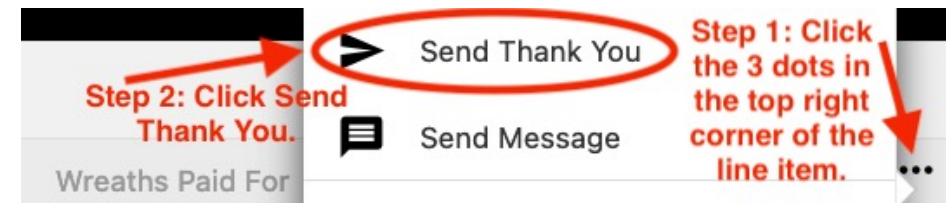
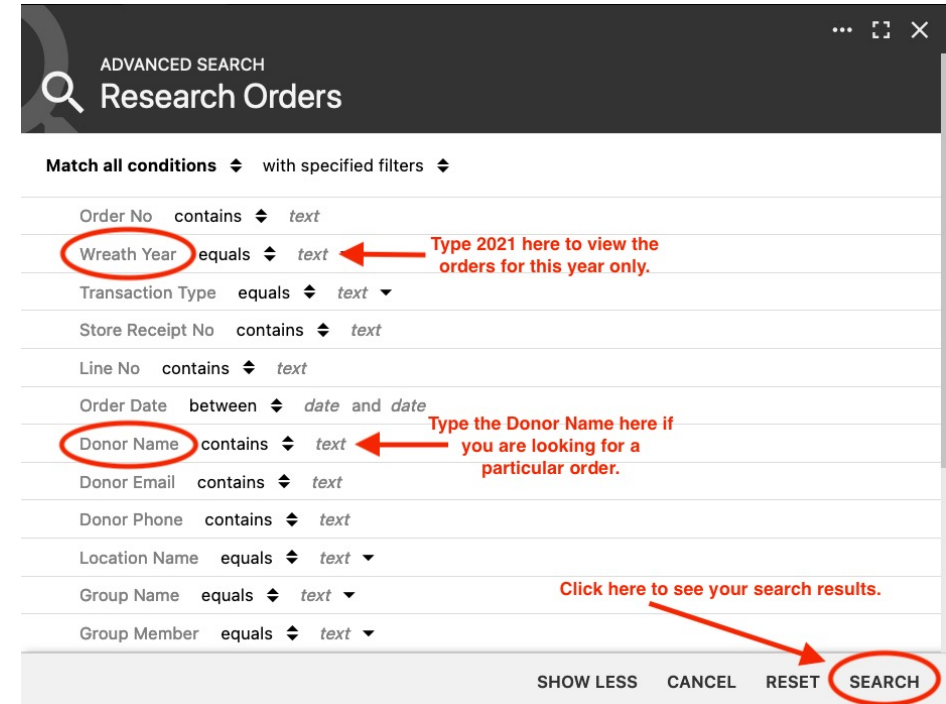
That's easy! Go to Research Orders.

Helpful Hints:

- ★ When the Research Orders search box pops up, filter your search by whatever conditions you would like, then click 'Search'.
- ★ If you filter by Wreath Year, it makes it easy to quickly see the details of every order for your group or location during that year.
- ★ If you are looking for a particular order, filter by Donor Name or Donor Email.

Saying THANK YOU is Important!

If the donor placed their order online or provided an email on their wreath order form, you will be able to send them a message through the dashboard.



How Do I Handle Grave Specific Requests?

Did you know?

Grave Specific Orders can be placed online only, for locations able to accept them.

Please do not mail in Grave Specific requests.

- ★ If you have a donor wanting to make a Grave Specific request and they are not able to place their order online, please contact your volunteer Location Coordinator to see if they can make special arrangements for your donor.
- ★ **Location Coordinators – Be sure to pull a final report of all Grave Specific Requests at your location prior to wreath day!**
 - ★ Create a team of volunteers to help you place the Grave Specific wreaths.
 - ★ If you can take pictures of the Grave Specific wreaths placed by volunteers and create a photo album on your page for donors to view – that's a very nice touch!
 - ★ Set aside wreaths for donors placing their own Grave Specific wreath(s) and designate a time and location for them to pick it up.

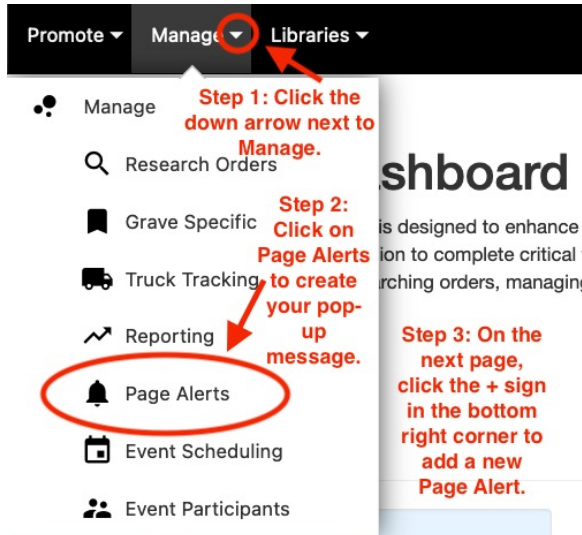
Grave Specific

Manage grave specific requests for your Locations or the Locations your group supports. Identify requests with missing data and message donors directly for them to provide the required information. Export to word, excel, and other formats.

 Grave Specific

Click Grave Specific

Should I Use A Page Alert?



A Page Alert is a great way to communicate with your supporters!

New Page Alert
Fill out this form and press "Save" to Create a new Alert. Press "Cancel" to close this form and return to the previous screen.

* Title *Required*

* Text *Required*

Step 1: Create a "Title" for your Page Alert (Example: Fundraising Event, Ceremony Details, Wreath Clean Up, Etc.)

Step 2: Add details in the "Text" that are concise, but that clearly get your point across and inspire your supporters to help out.

Step 3: Select the Date/Time for your Page Alert to show on your page.

* Show On (EST) Tomorrow, 12:59:05 AM

* Hide After (EST) Next Wed, 12:59:05 AM

"Show On" = Start
"Hide After" = End

* Page Name NCFACF - Fayetteville Area Veterans

Step 4: Click these arrows to select which page you want the Page Alert to show up on (if you oversee multiple groups and/or locations).

Step 5: Click Save.

CANCEL SAVE AND NEW **SAVE**

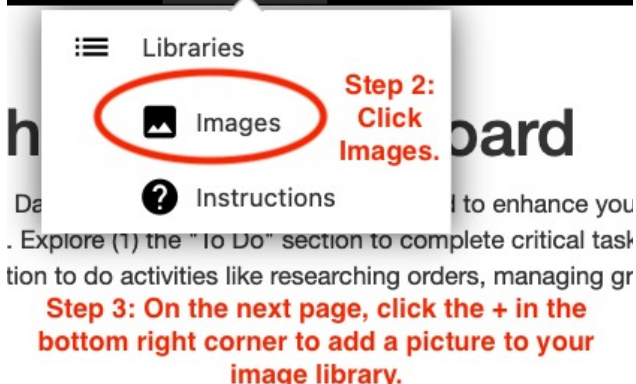
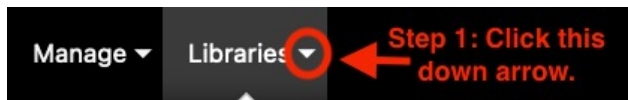
A Page Alert is a message that immediately pops-up in a box when someone visits your page.

★ Share about upcoming fundraising events or important notes about the wreath laying ceremony.

★ Invite volunteers to help clean up wreaths on the designated date for your cemetery.

You can also use it to encourage donors to help meet your goal!

I Have Pictures to Post!



Your supporters will love seeing pictures of your community working together to honor and remember our nation's heroes!

Add Photos to Your Image Library

- ★ Just like you have an image library on your cell phone, you have an image library on your dashboard.
- ★ This is where you will store all the pictures that you may want to put on your page.

Trouble Adding Photos?

- ★ Once you save an image in your library, it might take a minute to fully process. Next, add the pictures to a Photo Album!
- ★ If you can't see the picture, refresh your internet browser.
- ★ This should fix it, but if you still can't see the picture, reach out to your Regional Liaison for help.

New Image

Drop your image here or click to find it on your computer

Click to select a file

Image name (to make it easy to find)

* Photo or logo ☒ Photo ☐ Logo

Step 1: Click anywhere in the gray box to upload a photo that's saved on your computer.

Step 2: Click Save.

****** If your picture doesn't show up right away, refresh your browser and it should finish processing.

******* If you need help with this, your Regional Liaison can help!

CANCEL SAVE AND NEW **SAVE**

How Do I Create a Photo Album?

What Should I Put in My Photo Albums?

*Any pictures of your community working together to further the mission to **REMEMBER, HONOR, and TEACH.***

- ★ Fundraising Events – This is a great way to show your volunteers in action!
- ★ Wreath Laying Ceremony – This is what it's all about! Use these photos to inspire your community to stay involved all year round.
- ★ Wreath Clean-Up – Show your community how you care about keeping your cemetery clean and how you work together to dispose of the wreaths.
- ★ Grave Specific Wreaths – If your cemetery is able to honor Grave Specific requests, a photo album is a nice way to share the photos of those wreaths.

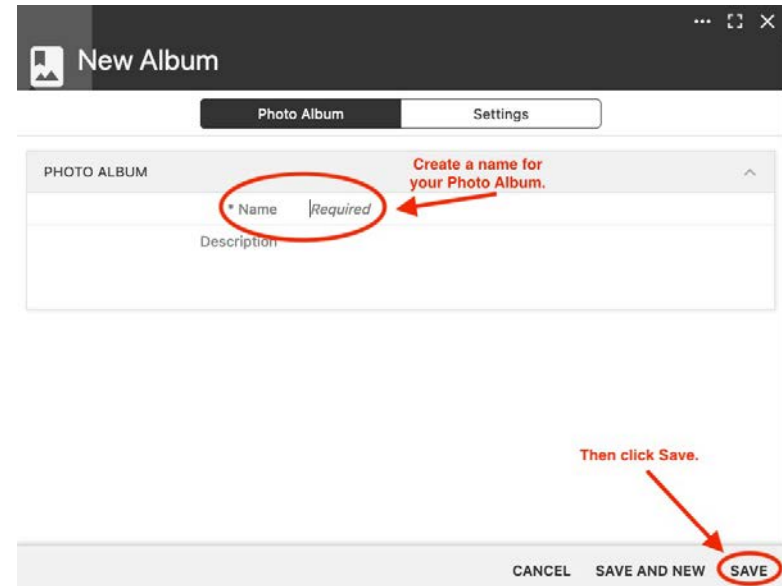
Photo Albums

Manage and share photo albums for your supporters to enjoy. Photo albums can be automatically posted on the "Photo Album" section of your Sponsorship Site. You can also allow your supporters to add their photos to your albums.

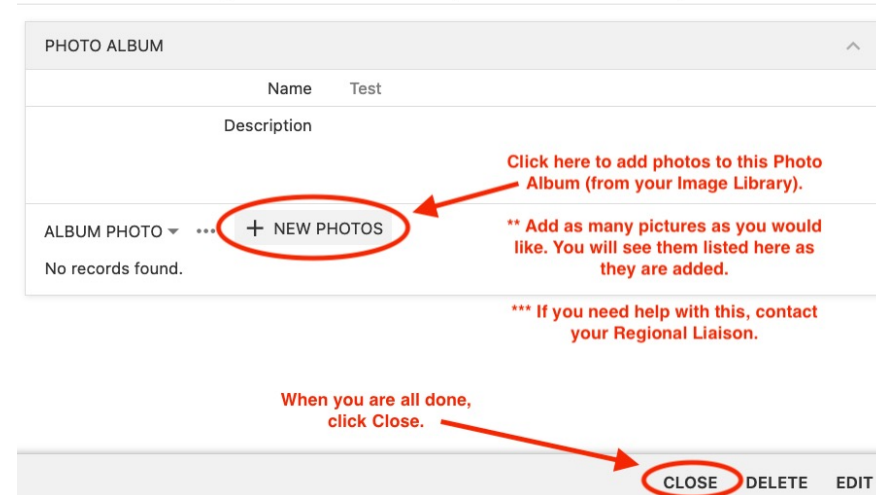
Manage Albums

Click Manage Albums

NOTE: After you click Manage Albums, click the + sign in the bottom right-hand corner of the next page to start your new album.



The screenshot shows the 'New Album' form with two tabs: 'Photo Album' and 'Settings'. The 'Photo Album' tab is active. It contains a form with a 'Name' field (marked as required) and a 'Description' field. A red arrow points to the 'Name' field with the text 'Create a name for your Photo Album.' Another red arrow points to the 'SAVE' button at the bottom right with the text 'Then click Save.' The buttons 'CANCEL', 'SAVE AND NEW', and 'SAVE' are visible at the bottom.



The screenshot shows the 'Photo Album' page with a table header containing 'Name' and 'Test'. Below the header is a 'Description' field. A red arrow points to a '+ NEW PHOTOS' button with the text 'Click here to add photos to this Photo Album (from your Image Library).' Another red arrow points to the same button with the text '** Add as many pictures as you would like. You will see them listed here as they are added.' A third red arrow points to the 'CLOSE' button at the bottom right with the text '*** If you need help with this, contact your Regional Liaison.' and 'When you are all done, click Close.' The buttons 'CLOSE', 'DELETE', and 'EDIT' are visible at the bottom.

MEET THE LOCATION & GROUP TEAM



Julie Bright
North Carolina

Director of
Locations and
Groups



**Rachel
Worcester**

Maine

Region 1 Liaison



**Trish
Gardner**

Florida

Region 2 Liaison



**Tiffany
Lynch**

Pennsylvania

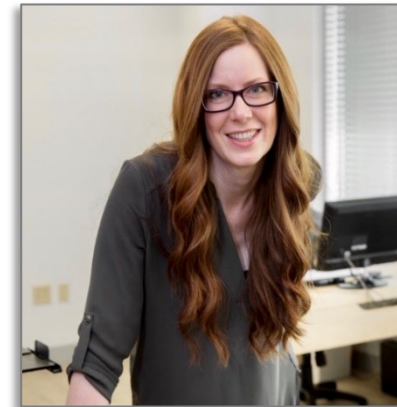
Region 5 Liaison



**Richelle
Bergeson**

Iowa

Region 3 Liaison

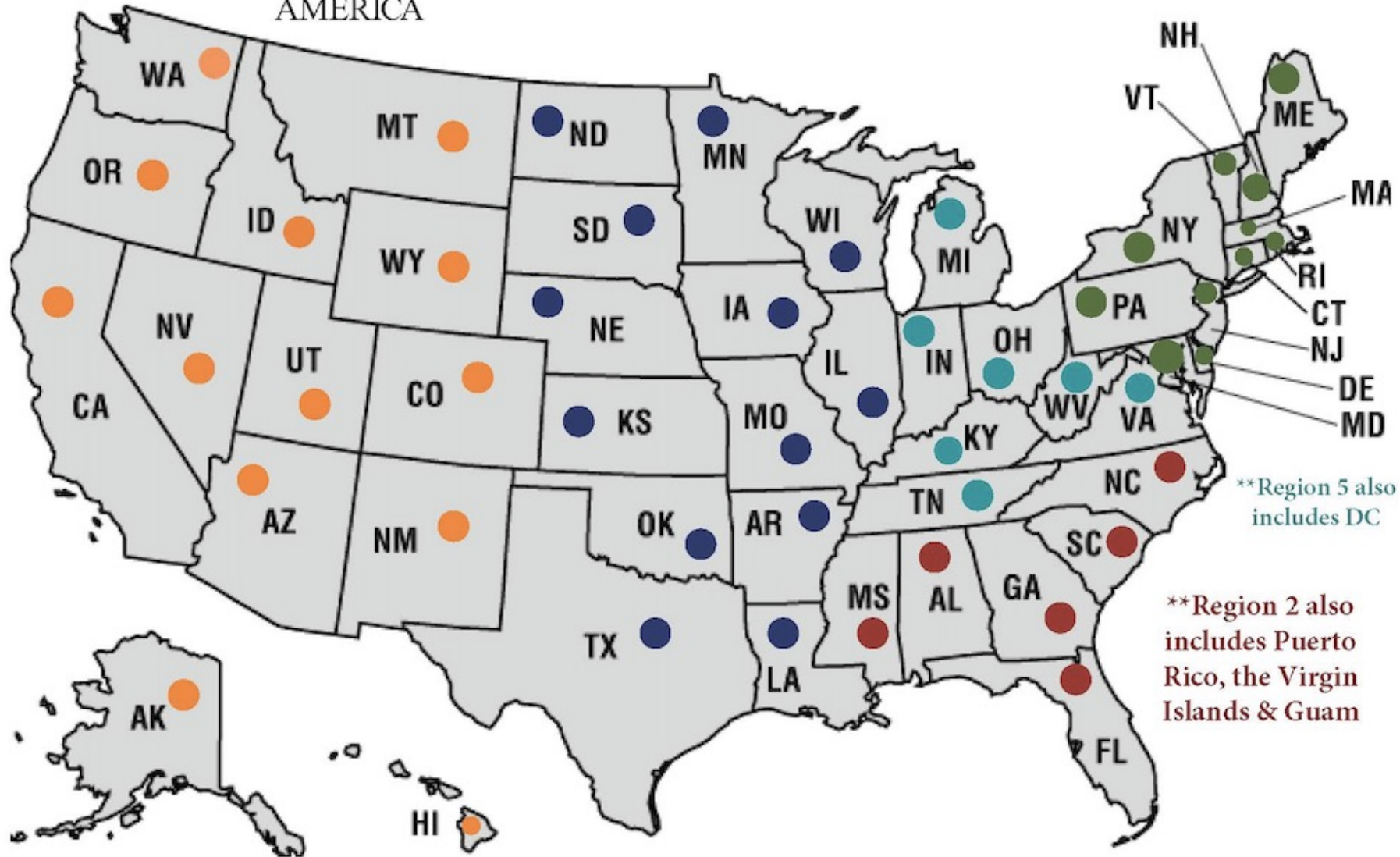


**Meagan
Erickson**

Nevada

Region 4 Liaison

REGION MAP



Region 1

Region 2

Region 3

Region 4

Region 5

Contact Information



Director of Locations and Groups

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WREATHS *across* AMERICA

THANK YOU

Wreaths Across America

2021